

The Dataset



December 24, 2009

an HMIS user-community newsletter for HPRP Providers

January Report Deadline Looming

The Department of Commerce is required to submit to HUD in early January HPRP data for clients who received assistance during the first quarter of the program (October 1—December 31). Recently we have been running reports from HMIS to get a feel for where some data-quality issues lie. Here's a recap:

- **Financial Assistance-type services.** Any time you attribute a service to a client that involves issuing a check, you are given two date fields to fill in: a beginning date and an ending date for that payment. Don't forget to enter the end-date, or else that service will not be counted in reports.
- **Housing Status.** Remember that you can choose only the top three answers to this question. 'Literally Homeless' indicates you are providing Rapid Rehousing, and either of the two Housed But At Risk options indicate you are providing Prevention services. 'Stably Housed', 'Don't Know' and 'Refused' are not allowable options under HPRP.
- **Enroll All Family Members.** HUD looks at number of households *and* persons served under this program. Make sure you enroll all family members in the program that live with the head of household. Services need only be given to the head of household.

Revised Service Projections Due January 5

Program managers and budget staff at each HPRP-participating agency were recently asked to revise the numbers of persons and households they projected the program would serve during its lifetime. Commerce is offering 2 webinars the week after Christmas intended to help you come up with useful and realistic projected numbers for this form. Webinars are being offered:

- Monday December 28, 10:00 AM
- Tuesday December 29, 10:00 AM

Please contact HPRP Program Manager Kathy Giglio at kathy.giglio@commerce.wa.gov or call (360)725-2939 to register for either webinar.

IPR Section 5: Projected Program Outputs						
Projected Persons and Households to be Served						
Services	Homelessness Prevention		Rapid Rehousing		TOTAL	
	Persons	Households	Persons	Households	Persons	Households
Financial Assistance						
Rental assistance						
Security and utility deposits						
Utility payments						
Moving cost assistance						
Motel & hotel vouchers						
Total Financial Assistance						
Housing Relocation & Stabilization Services						
Case management						
Outreach and engagement						
Housing search and placement						
Legal services						
Credit repair						
Total Housing Relocation & Stabilization Services						
TOTAL TO BE SERVED						

In the next edition of The Dataset:

Client income information is required to be updated every 3 months. Next time, we'll go through helpful tips to make this task as easy as possible.

The Commerce HMIS Technical Assistance Team wishes you a successful and happy 2010!



Department of Commerce
Innovation is in our nature.

The Department of Commerce HMIS Balance of State
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